

Central Union School District
District English Learners Advisory Committee Bylaws
Reviewed 1/29/2014

Each California public school district with 51 or more English Learners must form a District-level English Learner Advisory Committee (DELAC) or subcommittee of an existing district-wide advisory committee. California Legislature and Central Union Elementary School District believe that it is important for parents/guardians of English Learners to become actively involved in their child's/ward's education. The requirement and establishing of English Learner Advisory Committees (ELAC) and District English Learner Advisory Committees (DELAC) emphasize the desire for parents/guardians of English Learners to serve in leadership roles that promote positive relationships between schools and families.

ARTICLE I
Name of the Committee

The Central Union Elementary School District has established the Central Union Elementary School District English Learner Advisory Committee. Hereinafter, this advisory committee may be referred to as the DELAC.

ARTICLE II
Role of the Committee

Under state law, the DELAC has responsibility to advise and assist the program administrator and local board of education on all of the following topics:

1. Advise the district's local governing board (in person, by letters/reports, or through an administrator) on programs and services for English learners.
2. Advise the district's local governing board on the following tasks:
 - a. Development or revision of a district master plan of education programs and services for english learners, taking into consideration the Single School Plan for Student Achievement.
 - b. Conducting a district-wide needs assessment on a school-by-school basis.
 - c. Establishment of district programs, goals, and objectives for programs for English learners.
 - d. Development of a plan to ensure compliance with any applicable teacher and instructional aide requirements.
 - e. Administration of the annual language census.
 - f. Review and comment on the district's reclassification procedures.
 - g. Review and comment on the written notifications required to be sent to parents.
3. The training opportunities available to DELAC members to assist them to better understand and assume their roles and responsibilities.

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ARTICLE III Membership

Section I: Composition Requirements

The DELAC shall be composed of parent/guardians of English Learners from each of the schools with an ELAC or other parent advisory committee, other parents/guardians from within the district, and staff.

Parents or guardians of English Learners not employed by the district must constitute a majority (51 percent or more) of the committee per California Department of Education.

1. The DELAC shall be composed of parents/guardians of English Learners from each of the schools with an ELAC.
2. One district administrator shall serve on the committee for staff.

Section II: Selection of Members

Each school's English Learner Advisory Committee (ELAC) shall have an opportunity to elect at least one of its members to be a site representative in the DELAC.

Section III: Expired Membership

A parent/guardian member may no longer serve on the DELAC should:

1. His/her child no longer attend the school from which he/she was elected; or
2. S/he becomes an employee of the district

Section IV: Voting

Each member will have one vote.

Section V: Transfer of Membership/Resignation/Vacancy

1. Membership on the DELAC may not be transferred.
2. Any DELAC member may terminate his/her membership by submitting a written letter of resignation to the DELAC chairperson.
3. Any parent vacancy on the DELAC that occurs during the school year shall be filled by the school's ELAC.

ARTICLE IV Officers

Section I: Officers

1. The officers of the DELAC are: President, Vice President, and Secretary.
2. The officers are elected for a one year term.

Section II: Obligations and Responsibilities of an Officer

1. President
 - A. Preside at all meetings of the DELAC.
 - B. Sign letters, reports, and other committee documents.
 - C. Appropriately fulfills the duties and obligations that the position requires.
2. Vice President
 - A. Fulfills the obligations of the president in his/her absence.

- B. Fulfill other responsibilities that are assigned by the president of the committee.
- 3. Secretary
 - A. Keep minutes of all DELAC meetings.
 - B. Fulfills the responsibilities assigned by the president or the committee.

ARTICLE V

Meetings

Section I: Meetings

1. The committee will meet four times a year. Dates for meetings will be chosen on or before the first meeting of the academic school year.
2. Written notice of the meeting shall be posted at least 72 hours in advance of the meeting at each school site.
 - a. Notice shall include the date time, and location of the meeting.
 - b. Notice shall include an agenda describing each item of business to be discussed or acted upon.
 - c. The DELAC shall not take any action on any item of business unless that item appeared on the posted agenda.
3. Notices shall be delivered to DELAC members no less than 72 hours in advance of the meeting, personally, by mail or by email.
4. All committee or subcommittee meetings will be conducted under the procedure of the parliament of "Robert's Rule of Order".
5. There will be a Translator when needed.

Section II: Quorum

A majority of the DELAC shall constitute a quorum and an act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.